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ABSTRACT

Written standards for the structure and government of library service, the program of public library services, selection and maintenance of library collections, personnel, and physical facilities provide guidelines for improved services by small public libraries in Nebraska. An interpretation and application of these standards assists in their utilization. (AB)

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STANDARDS FOR SMALL PUBLIC LIBRARIES IN NEBRASKA

[1971]

Nebraska Library Association
Lincoln

LI 002 940

STANDARDS FOR SMALL PUBLIC LIBRARIES IN NEBRASKA

I. STRUCTURE AND GOVERNMENT OF LIBRARY SERVICE

A. There should be a publicly supported library easily accessible to every individual, and it should connect him with the total library resources of his region, state and nation.

1. Every individual should have access to free library service in his local community.
2. The community library may be: (a) a village, town or branch city library; (b) a city, county or regional library; (c) a scheduled bookmobile service.
3. The community library should have sufficient resources to provide the most frequently needed materials from its own collection.
4. The community library should have a permanent paid staff and be willing to cooperate with the state library network system.

B. Supplementary library services must be maintained at regional and state levels to back up community libraries.

1. Each regional center and state library has the responsibility to provide reference service, loan and consultant services to community libraries.
2. Requests for information and materials which cannot be supplied locally should go through established channels of telephone and TWX communication networks.
3. Contractual agreements should be established to compensate regional centers for services extended to community libraries. A library should not make its resources available to persons who do not support it.

C. State law provides a clear legal basis for the establishment, organization and financial support of all libraries and for cooperative arrangements between libraries.

D. The public library, no matter how small, should be an integral part of general local government, governed by a library board appointed or elected under legal authority and responsible to the local government.

1. The public library should follow established fiscal procedures in the governmental jurisdiction of which it is a part.
2. Gifts and endowments presented to the library should remain under the control of the library and should not be diverted to the general funds of the local government.
3. The library should have regular channels for presenting its financial needs to the government which maintains it.
4. The public library should report annually to its local government.

E. The public library should be governed by capable and interested officials.

1. Library board members should be chosen for their value to the library in interpreting the needs of the community and the policies of the library.
2. Provision should be made for definite, staggered terms and for the rotation of offices.
3. No trustee should serve more than two terms of office.

F. The functions of the library board and of the library staff should be clearly differentiated.

1. The board has legal responsibility for the library and for making its policies, which should be clearly written and reviewed annually. The board should refrain from active management of the library and from selection of library materials.
2. The librarian has full responsibility for services, book selection, personnel management and physical facilities. The librarian should administer the library within the policies established by the board

II. SERVICE

A. The program of each public library should focus upon clear and specific objectives. Even the smallest local library should adopt a written statement of objectives which should be reviewed annually and revised when needed.

B. The public library should be an integral part of the community it serves.

1. It should conduct a continuous study of developments and changes in order to know the people, groups and institutions thoroughly.
2. It should be in regular touch with community organizations in order to meet their needs for program planning, providing films and other materials or services related to library functions.
3. It should have a positive program of guidance to individuals in the use of library materials and services. It should be alert to serve the handicapped and disadvantaged people of the community.

4. The library should broaden its activities as a sponsor of educational and cultural programs -- film showings, art exhibits, musical events, story-telling, book review groups, lectures and discussion groups.

C. The public library must maintain a regular schedule of hours that will permit all citizens easy access to its materials and services. Minimum hours (including some evening hours) should be based on the following schedule:

Population under 1,000	At least 6-15 hours per week
Population 1,000-4,999	At least 15-30 hours per week
Population 5,000-9,999	At least 30-45 hours per week
Population 10,000-24,999	At least 45-60 hours per week
Population over 25,000	Not less than 60 hours per week

Bookmobiles should maintain regular schedules at intervals no greater than two weeks and with stops of sufficient length to offer readers' advisory service.

D. A liberal lending policy for most materials should permit the maximum use of the library's collections.

E. The local library should be able to furnish information and materials most frequently requested on a wide range of topics.

1. Every library, no matter how small, should be able to supply material of even the most specialized kind by knowing the resources of its own collection and how to obtain materials not locally available through regular channels from regional and state libraries.
2. Every local library should install a telephone in order to provide telephone information and reference service to the public and serve as a communication link in the statewide library network system.

3. Bookmobiles should carry the most frequently needed information tools and should fill requests by mail or on a return stop.

F. Public libraries must record and report regularly to the Nebraska Library Commission information requested on the amount and kinds of services rendered.

1. Library statistics are needed to measure performance, note trends, and compare the work accomplished and the extent of services among similar libraries.
2. Statistics should be used for reports to the community about the services of its library.
3. Records kept should be reviewed regularly and continued only if they serve a clear and useful purpose.

III. SELECTION AND MAINTENANCE OF LIBRARY COLLECTIONS.

A. A written policy statement, drawn up by the library board, should establish the scope and purpose of the library's collections and affirm its stand on controversial subjects.

B. Materials added to the collections should meet high standards of quality.

1. Factors to consider in judging quality are: accuracy and significance of subject, sincerity and responsibility of the author, effective expression, durability of paper and binding, attractiveness of the book and legibility of print. The need for each item in relation to the rest of the collection and to the interests of the community should influence selection.
2. Book selection should anticipate community needs and attempt to add materials of interest to all citizens, reaching beyond individual requests of regular patrons.
3. Standard book review and selection tools should be used as a basis for determining quality and usefulness of acquisitions.

C. The library collections should present opposing views on controversial topics.

1. The public library does not promote particular beliefs.
2. Care must be taken that no one influences the selection or withdrawal of materials because of biased opinions.

D. The minimum size of the basic book collection should be at least three books per capita, covering subject matter of interest to the whole population of the community.

1. New titles purchased annually should total from 5-10% of the basic collection.
2. Approximately 5% of the collection should be withdrawn each year.
3. 30% of the book budget is recommended for the purchase of children's books and 10-15% for titles of special interest to young adults.
4. Even the smallest community library should have enough standard reference books to supply the most frequently needed information.
5. A periodical collection is recommended for all libraries, along with the basic periodical index.
6. Free material.
7. Recordings and non-book material.

E. All materials in the library should be actively used and in good condition.

1. A library's basic collection should contain only those items which have the most frequent and lasting usage.
2. A portion of the budget should be used for rentals, contractual arrangements and postage for materials borrowed to supplement the basic collections.
3. Systematic weeding is necessary to remove outdated and shabby materials.
4. Heavily used materials should be repaired, rebound or replaced as needed to maintain them in attractive condition.

F. Every library, no matter how small, should catalog its books.

1. There should be a shelf list and an author, title, and subject catalog.
2. Library of Congress cataloging is recommended.
3. Records for items which are missing or discarded should be removed from the catalog and shelf list.
4. The community library should investigate the possibility of centralized processing of library materials.

G. Sound business practices should be followed in acquiring materials.

1. The library should secure the best discount possible on book purchases.
2. Acquisition records should be kept simple, yet should show what is on order, what has been received, and budget expenditures, balances and encumbrances.
3. Orders for books should be placed at regular intervals throughout the year so that library patrons can expect a constant flow of new materials.

IV. PERSONNEL

A. All community libraries should observe standardized personnel administration practices, recognized in federal, state, and local governmental agencies.

1. Appointments, promotions and discharges in libraries should be on the basis of educational attainment, ability and performance. Political considerations or other irrelevant factors should be rigidly excluded.
2. The duties and responsibilities of each library position should be clearly outlined.

3. All employees should serve a specified probationary period.

B. Salaries, pensions, insurance, vacations and leaves should conform to prevailing national and local practices.

1. Salaries for professional librarians should meet national scales.
2. Salaries for non-professional employees should be comparable to those for similar work in the community.
3. Increased responsibility in any position should bring increased salary.
4. Pension plans, accident and health insurance, sick leave and vacation privileges for library employees should conform with prevailing employment practices.
5. Pay and expenses for attendance at professional meetings and workshops should be allowed.
6. Provision should be made for payment of qualified substitutes when required by absences due to illness, vacations, approved leaves and attendance at meetings.

C. All staff members should have conditions of employment that ensure job satisfaction, high morale, and harmonious relationships between the library board, the librarian and the staff.

1. The librarian should serve as the principal channel of communication between the library board and the library staff.
2. Two-way communication between the librarian and staff members for adjustment of individual and staff problems should be set up.
3. Each employee's performance should be evaluated once a year. The evaluation of the librarian is the responsibility of the library board.
4. Outstanding performance of work should be recognized.
5. Comfortable working conditions should be provided and rest periods allowed for employees working three or more consecutive hours.

D. The staff of a community library should be willing to cooperate in regional and state library development and to follow the advice of specialists in various fields of library service provided as consultants and coordinators by the Nebraska Library Commission.

V. PHYSICAL FACILITIES

A. The library building should be attractive, inviting and easy to use.

1. The outside should be identified and list the hours when the library is open to the public.
2. It is desirable to provide a book drop for the return of materials when the library is closed.
3. If the library is a part of a community building, it must have its own entrance and retain control over its own heating, air-conditioning and lighting.

B. The library building should provide space for the full range of library services.

1. Shelving, reading and reference areas, catalog, lending and work space should be located in proper functional relationship to each other.
2. Areas for children's, young adult and adult materials should be separated and clearly designated.

C. The community library, no matter how small, should have staff quarters, work and storage space not visible to library users.

1. The work area should have adequate space (150 sq. ft. per employee) and be well lighted.
2. Standardized equipment and supplies should be used.
3. Toilet facilities should be provided.

SUMMARY OF NEBRASKA PUBLIC LIBRARIES

Steps I -- X

		Population
Step I	22 libraries	0 - 250
Step II	57 libraries	250 - 500
Step III	61 libraries	500 - 1,000
Step IV	61 libraries	1,000 - 2,000
Step V	28 libraries	2,000 - 5,000
Step VI	18 libraries	5,000 - 10,000
Step VII	3 libraries	10,000 - 18,000
Step VIII	2 libraries	18,000 - 25,000
Step IX	7 libraries	25,000 - 50,000
Step X	2 libraries	Metropolitan

Step I Libraries -- Population 0 - 250

1.	Alexandria	225
2.	Anselmo	180
3.	Bartley	283
4.	Bloomington	165
5.	Broadwater	141
6.	Brownville	174
7.	Byron	171
8.	Carleton	163
9.	Carroll	235
10.	Comstock	144
11.	Crab Orchard	96
12.	Daykin	192
13.	Ericson	102
14.	Lewiston	88
15.	Litchfield	248
16.	Madrid	234
17.	Mason City	196
18.	Nemaha	207
19.	Oconto	155
20.	Ruskin	229
21.	Taylor	240
22.	Tobias	124

Step II Libraries -- Population 250 - 500

1.	Adams	463
2.	Allen	309
3.	Arcadia	418
4.	Big Springs	472
5.	Bruning	315
6.	Campbell	447
7.	Cedar Rapids	449
8.	Chester	459
9.	Clarks	480
10.	Cook	328
11.	Craig	295
12.	Dalton	354
13.	Davenport	427
14.	Dawson	251
15.	Diller	287
16.	Dorchester	492
17.	Eustis	400
18.	Fairfield	487
19.	Farnam	259
20.	Giltner	408
21.	Guide Rock	318
22.	Hampton	387
23.	Hardy	250
24.	Hildreth	352
25.	Holbrook	307
26.	Homer	457

27.	Lewellen	376
28.	Lodgepole	407
29.	Mead	488
30.	Meadow Grove	372
31.	Merna	322
32.	Milligan	319
33.	Monroe	259
34.	North Loup	441
35.	Oakdale	322
36.	Palisade	372
37.	Pilger	470
38.	Polk	413
39.	Potter	356
40.	Rising City	344
41.	Scotia	354
42.	Shickley	385
43.	Silver Creek	483
44.	Snyder	383
45.	Sterling	476
46.	Stratton	481
47.	Table Rock	429
48.	Talmage	285
49.	Ulysses	312
50.	Valparaiso	415
51.	Waterloo	455
52.	Western	344
53.	Wilcox	280
54.	Wilsonville	266
55.	Winside	453
56.	Wolbach	366
57.	Yutan	335

Step III Libraries -- Population 500 - 1,000

1.	Ansley	631
2.	Arlington	910
3.	Arnold	752
4.	Arthur-Arthur County Library	606
5.	Axtell	500
6.	Beaver City	802
7.	Beemer	699
8.	Bennington	683
9.	Butte	575
10.	Callaway	523
11.	Clarkson	805
12.	Clay Center	952
13.	Crofton	677
14.	Culbertson	801
15.	Decatur	679
16.	Deshler	937
17.	DeWitt	651
18.	Dodge	704
19.	Edgar	707
20.	Elgin	917
21.	Elm Creek	798
22.	Elmwood	548
23.	Elwood	601
24.	Emerson	850
25.	Ewing	552
26.	Exeter	759
27.	Fairmont	761
28.	Greeley	580

29.	Hay Springs	682
30.	Hemingford	734
31.	Hooper	895
32.	Howells	682
33.	Humphrey	862
34.	Indianola	672
35.	Leigh	501
36.	Lyman	991
37.	Minatare	939
38.	Morrill	937
39.	Nelson	746
40.	Newman Grove	863
41.	Niobrara	602
42.	Orleans	592
43.	Osceola	923
44.	Osmond	883
45.	Overton	506
46.	Paxton	503
47.	Ponca	984
48.	St. Edward	853
49.	Sargent	789
50.	Spalding	676
51.	Spencer	606
52.	Springfield	795
53.	Stapleton-Logan County Library	991
54.	Stuart	561
55.	Sutherland	840
56.	Tilden	947
57.	Trenton	770
58.	Verdigre	570
59.	Walthill	897

60.	Wauneta	738
61.	Wausa	720

Step IV Libraries -- Population 1,000 -- 2,000

1.	Alma	1,299
2.	Arapahoe	1,147
3.	Atkinson	1,406
4.	Battle Creek	1,158
5.	Bayard	1,338
6.	Bloomfield	1,287
7.	Blue Hill	1,201
8.	Bridgeport	1,490
9.	Burwell	1,341
10.	Cambridge	1,145
11.	Chappell	1,204
12.	Crawford	1,291
13.	Creighton	1,461
14.	Curtis	1,166
15.	Dakota City	1,057
16.	Elkhorn	1,184
17.	Franklin	1,193
18.	Friend	1,126
19.	Fullerton	1,444
20.	Genoa	1,174
21.	Gibbon	1,388
22.	Grant	1,099
23.	Gretna	1,557
24.	Hartington	1,581
25.	Harvard	1,230
26.	Hebron	1,667
27.	Humboldt	1,194

28.	Hyannis-Grant County Library	1,019
29.	Imperial	1,589
30.	Louisville	1,036
31.	Loup City	1,456
32.	Lyons	1,177
33.	Madison	1,595
34.	Milford	1,846
35.	Mitchell	1,842
36.	Neligh	1,764
37.	North Bend	1,350
38.	Oakland	1,355
39.	Oshkosh	1,067
40.	Oxford	1,116
41.	Pawnee City	1,267
42.	Pender	1,229
43.	Pierce	1,360
44.	Plainview	1,494
45.	Randolph	1,130
46.	Ravenna	1,356
47.	Rushville	1,137
48.	Scribner	1,031
49.	Shelton	1,028
50.	Stanton	1,363
51.	Stromsburg	1,215
52.	Sutton	1,361
53.	Syracuse	1,562
54.	Tekamah	1,848
55.	Valley	1,595
56.	Wakefiled	1,160
57.	Weeping Water	1,143
58.	Wilber	1,483

59.	Wisner	1,315
60.	Wood River	1,061
61.	Wymore	1,915

Step V Libraries -- Population 2,000 - 5,000

1.	Ainsworth	2,073
2.	Albion	2,074
3.	Ashland	2,176
4.	Auburn	3,650
5.	Aurora	3,180
6.	Bassett-Rock County Library	2,231
7.	Broken Bow	3,734
8.	Central City	2,803
9.	Cozad	4,219
10.	Crete	4,444
11.	David City	2,380
12.	Geneva	2,275
13.	Gordon	2,106
14.	Gothenburg	3,154
15.	Kimball	3,680
16.	Minden	2,669
17.	Mullen-Hooker County Library	2,600
18.	Ogallala	4,976
19.	O'Neill	3,753
20.	Ord	2,439
21.	Ralston	4,265
22.	Red Cloud	2,195
23.	St. Paul	2,026
24.	Schuyler	3,597
25.	Superior	2,779
26.	Tecumseh	2,058
27.	Wahoo	3,835
28.	West Point	3,385

Step VI Libraries -- Population 5,000 - 10,000

1.	Alliance	6,862
2.	Blair	6,106
3.	Chadron	5,853
4.	Fairbury	5,265
5.	Falls City	5,444
6.	Gering	5,639
7.	Lexington	5,618
8.	McCook	8,285
9.	Millard	7,460
10.	Nebraska City	7,441
11.	Papillion	5,606
12.	Plattsmouth	6,371
13.	Seward	5,294
14.	South Sioux City	7,920
15.	Thedford-Thomas County Library	5,847
16.	Valentine (Cherry County)	6,846
17.	Wayne	5,379
18.	York	6,778

Step VII Libraries -- Population 10,000 - 18,000

1.	Beatrice	12,389
2.	Scottsbluff (Sioux County)	16,541
3.	Sidney (Cheyenne County)	17,181

Step VIII Libraries -- Population 18,000 - 25,000

1.	Bellevue	19,449
2.	Fremont	22,962

Step IX Libraries -- Population 25,000 - 50,000

1.	Columbus (Platte County)	26,502
2.	Grand Island (Hall County)	42,581
3.	Hastings (Adams County)	30,553
4.	Holdrege (Phelps, Kearney, Harlan Counties; ½ Furnas County; Franklin & Riverton in Franklin County.)	25,381
5.	Kearney (Buffalo County)	31,222
6.	Norfolk (Madison County)	27,402
7.	North Platte (Lincoln County)	29,538

Step X Libraries -- Metropolitan

1.	Lincoln (Lancaster County)	167,972
2.	Omaha (Douglas County)	389,455

INTERPRETATION AND APPLICATION OF STANDARDS FOR PUBLIC LIBRARIES

	Step I 0-250	Step II 250-500	Step III 500-1000	Step IV 1000-2000	Step V 2000-5000
Public support (3 mills max.)	X	X	X	X	X
Cooperation with network system	X	X	X	X	X
Library telephone--listed number		X	X	X	X
Hours open to public with some evening hours	6	10	15	20	30
Basic book collection of recommended titles in good condition -- 3 per capita	750	1500	3000	6000	15000
Book collection cataloged (LC)	X	X	X	X	X
Reference collection	X	X	X	X	X
Book selection tools/books selected by librarian	Booklist Best Books for Children	Booklist PL Cat. Fiction Cat.	Booklist LJ PL Cat. Children's Cat. Fiction Cat.	Booklist LJ Standard Cat.	All standard aids
Periodicals			X	X	X
Reader's Guide		X	X	X	X
Membership in NLA for librarian and 1 trustee	X	X	X	X	X

BUDGETS FOR STEP I AND STEP II LIBRARIES

Based on a tax levy of two mills, maximum populations in each step, with yields of approximately $300 for each 100 people in the community.

POPULATION OF 250 — Budget: $750

Salaries (based on 6 hours per week)	312 hours @ $1.25	$390
Books (1/6 volume per capita)*	33 books @ $5.00	$165
Booklist		$ 12
Operation and supplies		$ 50
Telephone (about $6.00 per month)		$ 72
TOTAL		$717

POPULATION OF 500 — Budget: $1,500

Salaries (based on 10 hours per week)	520 hours @ $1.25	$650
Books (1/6 volume per capita)*	83 books @ $5.00	$415
Reader's Guide		$ 28
Operation and supplies		$ 75
Telephone (about $6.00 per month)		$ 72
Booklist		$ 12
Public Library Catalog		$ 50
TOTAL		$1,302

*From ALA MINIMUM STANDARDS, 1966